



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

October 23, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-17

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: LSU First Annual Enrollment and Rate Changes for Plan Year 2016

Agencies are responsible for maintaining LSU First Health Plan enrollments and changes in LaGov HCM. These deductions must be maintained in the LaGov HCM Benefits Module via transaction HRBEN0001. See the [LSU First Health Plan Deductions procedure](#) on the [OSUP Procedures](#) page for information on this health plan. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for enrollment assistance. Agencies must establish 2016 plan year deductions after confirming the employee's coverage. Employees will only be allowed to enroll or make changes to their coverage with LSU First during Annual Enrollment, which is **October 1, 2015 – October 31, 2015**, unless they experience an IRS qualified event. All deductions will be sheltered (pre-tax) and the employee will be automatically enrolled in premium conversion. Premiums are "pre-paid" similar to OGB Health, so they are deducted one month in advance.

**Note: Deductions are no longer maintained on IT0014/IT0015. Previous enrollments on IT0014 were converted to IT0167 with an effective date of 09/01/2015. After completing enrollment, the LSU First coverage can be viewed on IT0167 along with employee and employer rates.**

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

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